



Policy for Community Visits, off site activities and School Journeys 2018

Date of Review: January 2019

Person Responsible: Anne Clinton

Next Review Date: January 2022

Aims:

- To ensure that pupils are given access to learning and the opportunity to take a full part in the community in which they live.
- To ensure the Health and Safety of all staff and students during any school journey, residential and off-site activity.
- To promote effective and efficient organisation of school visits and journeys through standardisation of pro-formas.

Objectives:

- To ensure the safety of students and staff on all off-site activities
- To develop student awareness and experience of both their local and wider environments.
- To develop the students' self-confidence.
- To increase the students' level of independence and social skills through practical daily experiences.
- To increase students' awareness of Health and Safety issues in practical situations.
- To provide opportunities for students to interact with other members of the public and the wider community.
- To give students the opportunity to exercise self-discipline and responsibility, to co-operate, share and show initiative and perseverance.
- Students should be made aware of the educational reasons underlying the journey and the relevance of the activities to the curriculum
- We aim to provide all students with equal access and opportunities to participate in a wide range of activities irrespective of race, ethnic origin, gender, culture or disability.
- We aim for the students to develop a sense of identity through learning about the world and their relationship within it.
- To provide opportunities to practice skills learned in school through life skills activities and work experience.



Principles of Teaching and Learning:

All students have a severe learning difficulties or profound and multiple learning disabilities or autism, and all staff must be aware that learning takes place at a quite different place from peers in mainstream education and often in a non-hierarchical fashion.

Expectations must be realistic but challenging.

We will encourage students to learn through a variety of methods including multi-sensory approaches, individual, group work, and practical activities.

Equal Access and Outcome:

We will ensure that teachers identify and provide for students' special needs including their physical, cognitive and medical needs.

A student should not be regularly prevented from attending community based education or receiving travel training experience due to the same experiences being unsuitable for other students in their class group."

Health & Safety:

- All community visits or journeys will have a written risk assessment which clearly indicates the activity, risk associated with the activity and location. The person writing the risk assessment should have visited the location before writing the risk assessment.
- All pupil risk assessments will indicate potential risks associated with outings and because of medical conditions, cognitive ability or challenging behaviour and the strategies required to deal with these issues. All the strategies described in the risk assessment must be planned for and available on the day the activity takes place.
- For visits where a school minibus is used there is a school minibus risk assessment. For visits made using public transport or on foot this will be indicated in the outing risk assessment.
- All staff taking part in an outing or journey should read the risk assessments and familiarise themselves with the planned procedures for the visit.
- Changes should not, in ordinary circumstances, be made to the planned and risk assessed outing. If there is a genuine reason to change the plan after the party has left the building, the school must be informed by telephone and verbal consent given by a member of the senior or middle leadership team. If the visit



leader is a member of the senior or middle leadership team, the school still needs to be informed of the location of the group.

- The outing form must identify who is available that day to respond should an emergency occur during the trip. This information will be displayed daily in reception. If there is nobody available or able to respond to an emergency the trip will not go ahead.
- There must be a school bus available for the emergency responder at all times.
- Any staff using their privately-owned vehicle to respond to an emergency must have presented their vehicle insurance to HR to demonstrate that they are covered for business use and thus may carry themselves and others, whilst on school business. Also, that they have a valid driving licence and that the vehicle is roadworthy (i.e. has an MOT). And is for the actual car that they will be driving.

Day Trips and environmental outings:

- When planning an outing the learning objectives should be central to the choice of location and activities.
- Journey time needs to be given consideration. As a general principle, the travelling time should not exceed the time spent on learning at the destination.
- A risk assessment must be completed prior to all visits.
- An outings form must be completed and handed in to reception.
- Both the Outings form and the risk assessment should be read and signed by the Assistant Head for the appropriate department.
- Admissions booklets and contact numbers to be taken by the class.
- Emergency medication must be taken for individuals who require it. The risk assessment for the outing should indicate the name of the member of staff who will administer the medication if it is required.
- If packed lunches are required, the kitchen and the office require 7 days' notice.
- Parents will be informed about any full day trips in advance by letter. Half-day environmental outings are covered by general parental consent on admission forms
- Personal hygiene pack should be taken on all trips where required.

Residentials: School Journeys - (Duke of Edinburgh Expeditions)

1. Parents/Carers to be informed of itinerary of proposed school residential.
2. Full parental/Carer consent forms to be completed and taken with party.
3. Insurance forms to be completed in accordance with borough insurance policy and sent off prior to departure.
4. Photocopies of all documentation to be submitted to the Head Teacher.
5. Exploratory visits must be undertaken to any unfamiliar destination to check suitability and safety.
6. All staff to be made aware of any special medical/

needs/conditions of students.

7. Mobile telephones to be available for emergencies.
8. Personal hygiene and first aid packs to be taken on all trips.
9. Head Teachers/Deputy/ home telephone numbers to be taken in case of emergency.
10. Civic Centre 24-hour emergency number to be used if Head or Deputy not available or in dire emergency.
11. In the event of an emergency report only to line manager and do not discuss with anyone else.
Make sure all events and details including witnesses are fully recorded, as soon as possible after the event and timed, dated and signed.
12. LA Trip procedures, i.e. supervision ratios and completion of the online notification form are to be followed by staff organising the trip.

Guidance for taking students whose behaviour presents a higher level of risk on off-site activities

When planning a visit and when preparing the risk assessment for the visit;

- Consider what action you would take were you to have an emergency involving challenging behaviour for a pupil and include the details in the risk assessment. If you refer to a PHP document, it is essential to consider whether the strategies identified in the PHP can be delivered at the visit destination.
- Where your plan for dealing with an emergency is to contact school for additional support you should consider how long it would take for help to arrive; and whether the situation would enable you to wait for help to arrive from school.
- Consider the staff ratio and whether it is sufficient to deal with an emergency. Bear in mind that if your plan is to seek extra help from school you would need to cope with the pupil and maintain safety until help arrived.
- You must check before you leave school, and record in your outing plan who is available to provide additional support should you need it, and whether there is a vehicle available on site in which they can travel to provide support.
- Consider if there is an area at your destination which could be used as a “safe space” were you to need one.
- Consider whether the pupil has a record of extreme challenge, but bear in mind that sometimes a pupil may not have displayed such challenging behaviour before.
- Include your plan in your outing risk assessment, ensure all staff attending the trip have read the risk assessment and understand their role.

Remember options;

- If you are not sure if an activity is safe, then you may need to remain in school or you may need to leave some pupils in school.



Student Outings Form

March 2018

Date..... Class.....
 Destination..... Postcode:.....
 Purpose/Curriculum Area.....

Staff responsible for:	Student names:

Staff staying in school:	Students staying in school:

Activity in school:

Students arriving late (class)

	Tick when complete:
Medication taken for (name):	
Student contact details taken?	
Staff contact details taken?	
Risk Assessment signed by assistant head?	
Risk Assessment on system?	

Transport used.....

Time out:..... Expected return time:.....

Who is available to respond to emergency.....

School emergency response number: 0788 779 4711

Staff willing to administer buccal

Contact name and number.....

Lead staff signature.....

Assistant head signature.....



Policy approved by Governors

Signed by Governor.....

Date: